



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### Prospective Member/New Member Guide

#### Welcome!

We are Flotilla 054-23-07 of the US Coast Guard Auxiliary.

Please join us for one of our upcoming monthly flotilla meetings and see what we are all about. We meet the 2<sup>nd</sup> Monday of each month, at 7:00pm, at [Cedarhurst on the Bay, 5187 Chesapeake Avenue, Shady Side, MD, MD 20764](#).

Please contact our Flotilla Staff Officer for Human Resources (FSO-HR) for details.

#### USCG Auxiliary Membership Eligibility

The Auxiliary is an organization of uniformed volunteers. Membership is open to citizens of the U.S. and its territories and possessions who are seventeen years of age or older. Membership is predicated on successful completion of the Auxiliary enrollment application (including the passing of the New Member Exam), and receipt of a favorable Personnel Security Investigation (PSI). Individuals who hold dual citizenship with the U.S. and another country may become members of the Auxiliary.

#### Think you might be interested in enrolling with the USCG AUX....?

In this Guide, we have mapped out how to engage with our flotilla as a Prospective Member, how to submit an enrollment application, how to take the initial New Member courses, and when/how you will receive your official USCG Auxiliary Member ID Card.

Enjoy and Good luck!



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### PART 1 – Your Application Process

Your Enrollment Application Package will include the following documentation:

- USCG Auxiliary Enrollment Application Form ([ANSC 7001](#))
- [New Member Exam](#) Certificate of Completion
- Boating Safety Course - Certificate of Completion or/ copy of boating safety card.
- Citizenship document (eg. Passport - Bring your original document for review by Flotilla Commander but include a color copy of it for your enrollment application package)
- Auxiliary ID Card application* (We will include this form in your final package)
- DD-214/NGB22 copy (if applicable)

#### Important Enrollment Form and Pkg Tips:

- The Enrollment Application Form ANSC 7001 must be completed via fillable pdf, for legibility (i.e., must not filled out by hand)
- If any individuals listed on your application do not have a middle name, please enter NMN (i.e. “No Middle Name”)
- Must use 9-digit zip codes: [USPS Zip Code Lookup](#)
- The final enrollment application package is 100% hard copy and mailed to DIRAUX for review and approval.
- Printed pages single-sided
- All signatures must be marked in **blue ink**.
- All signatures must be readable and legible.

#### What to do with your completed Enrollment Application Package?

- Bring your complete hard copy enrollment application package to a flotilla meeting.
- Submit your application package to Flotilla leadership
- Sit for interview with Flotilla leadership
- Final signoffs on application by Prospective Member and Flotilla leadership
- We will take your ID photo.
- Pay flotilla dues. ~\$55/year, prorated for new members.
- Enjoy the meeting and fellowship with flotilla members!



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### PART 2 – Package Submission and Approval

#### The next step is taken by Flotilla Leadership and DIRAUX:

- Your enrollment application package is sent to our District's Director of the Auxiliary (DIRAUX) by our Flotilla Commander (FC).
- DIRAUX will review the application (takes ~30 days).  
If favorable, DIRAUX:
  - Generates a unique USCG AUX Member ID #
  - Enters the New Member's status in AUXDATA II as "AP" (Approval Pending)
  - DIRAUX mails a letter to the New Member:
    - Letter will contain your New Member ID # and Approval, if Approved.
    - Notification of Denial if application is Denied.
- DIRAUX will then forward the package to Coast Guard Security Center (SECCEN) for review of New Member Operational Support (OS) Personnel Security Investigation (PSI).  
Can take 2 months - 6 months.



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### PART 3 – Let's Get Started as a New Member!

**You are now a New Member! in AP status. With a Member ID #. What now?**

- Use your Member ID # to:
  - get a password to USCGAUX National Website at [CGAUX.org](http://CGAUX.org)
  - and start all AP Member Required online Training! (See below.)

TIP: Memorize your Member ID#. You will need it over and over and over again!

- You may be escorted, by a BQ or AUX-OP Auxiliarist, or Active Duty member, to a USCG base for [Coast Guard Exchange](#) privileges.
- You may obtain and wear USCGAUX Uniforms.



Tropical Blues (aka "Trops")



Operational Dress Uniform (ODUs)

Check out our uniform guide on our [Flotilla 23-07](#) website.

#### AP Member - REQUIRED TRAINING COURSES:

AP Member should complete the initial trainings within 90 days:

- Safe Boating Course (if not already done)
- AUX Core Training (AUXCT)
- BQC-II

#### AUX CORE Training (AUXCT) courses:

- Workforce Resilience Training (502379)
- Security Fundamentals (810030)
- Privacy at DHS: Protecting Personal Information (810015)
- Sexual Harassment Prevention (810000)
- Civil Rights Awareness (502319)
- Ethics 1 / Personal Gifts (502306)

#### Basic Qualification Course-II 2021 (BQC-II) Modules:

- Module 1: History, Purpose and Administration of the US Coast Guard Auxiliary, including Core Values



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

- Module 2: Membership Requirements and Organizational Structure of the US Coast Guard Auxiliary.
- Module 3: Member Training and Qualifications, Uniforms and their Proper Wear and Customs
- Module 4: Personnel Management and Auxiliarist Recognition and Awards
- Module 5: Regulations and Policies
- Module 6: Support, Basic Materials and Reimbursement
- Module 7: Courtesy and Protocols for Auxiliary Units and Auxiliarists

### How do I access these online courses?

- AUX Core Training (AUXCT) and Basic Qualification Course (BQC-II) are in the AUX Online Classroom:
  - [USCG AUX Classroom / T-Training and Leadership Development / AUX Core Training.](#)
- You will need to get [Enrollment Keys](#) to access these courses: AUXCT, BQCII, Bloodborne Pathogens.
  - ➔ Two more quick courses to take. Same link location as AUXCT:
    - Bloodborne Pathogens
    - Covid-19 Awareness course (optional)



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### How do the course completions get recorded in my record?

Your Training Records and Time are all recorded in AUXDATA II (AD2).

(You will receive AD2 training from the flotilla. We are here for you to help you do all of this!)

- Complete each course, pass the quiz with 90% or greater, and a Certificate of Completion will be issued for you to Save as PDF.
- (Members should keep copies of all Certificates of Course Completion)
- Your course completion result, and exam grade, will be automatically uploaded by the system to your AUXDATA II training file within approximately 2-5 days after completing the training.

### HOURS REPORTED on ANSC 7029 Form:

**IMPORTANT:** Keep track of all of the **TIME** you spend taking courses, preparing for courses, doing research or homework. You may record these hours on the [ANSC 7029](#) Member Activity Log form, or any other way you choose. Give the form to your FSO-IS and they will enter all your hours into AUXDATA II (AD2). Go into AD2 occasionally to check to ensure that your time, and your course/workshop completions, are properly accounted for in there.

### Training Tips:

- ➔ Keep copies of ALL course completion certificates in a folder on your hard drive. You will be surprised how often you have to dig one up.
- ➔ Reach out to your:
  - **FSO-MT** (Member Training) if you need assistance with course access, questions on the courses, etc.
  - **FSO-HR** (Human Resources) if you have questions regarding your enrollment application, supportive application documentation, ID card, member status.
  - **FSO-IS** (Information Systems) if you have questions regarding your entries in AUXDATA II (eg. courses, workshops, time entries.)



## U.S. Coast Guard Auxiliary, Flotilla 054-23-07

### PART 4 – Your AUX Member ID Card

#### Approval of USCG AUX ID Card:

USCG SECCEN approval of your PSI can take up to 6 months.

After, 1) receipt of a Favorable (FAV) PSI, or validation of a prior FAV PSI, and  
2) upon completion of the above Required Training Courses:

- Flotilla leadership will:
  - change your Member status in AUXDATA II from Application Pending (AP) to Basically Qualified (BQ)
  - at the next flotilla meeting, administer to you the Pledge for New Members and present to you your USCG AUX ID Card.
  
- With a **USCG AUX ID Card**, a Member can:
  - Enter the Coast Guard Exchange, without an escort, to obtain and wear CGAUX uniforms, or order online from ShopCGX.com.